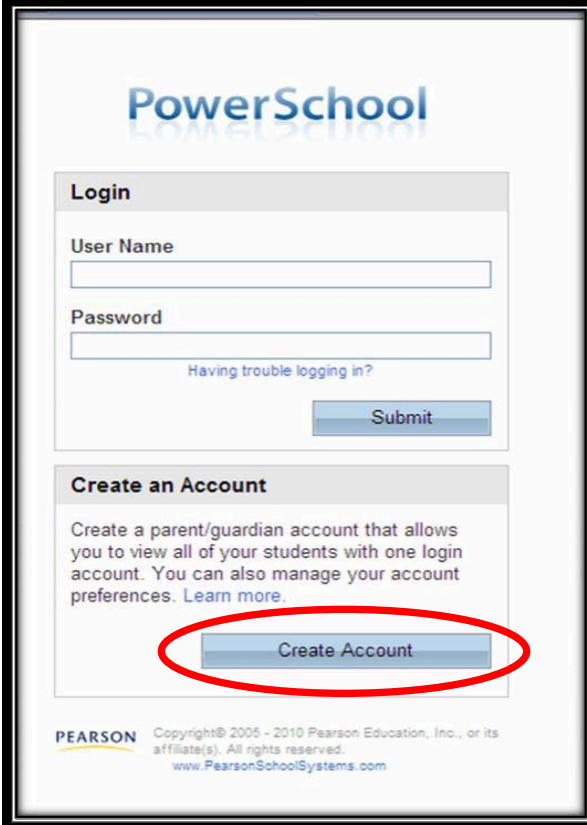


Parent Portal Single Sign-On Access –

PowerSchool has introduced a new single sign-on for parents. This means that parents can have one login to access all of their children’s grades and attendance in one place. Also, parents and guardians will no longer have to share logins as each parent or guardian can setup his or her own unique login and password.

YOUR CURRENT USERNAME AND PASSWORD WILL NO LONGER WORK! YOU WILL HAVE TO CREATE A NEW USER ACCOUNT THE FIRST TIME YOU ACCESS THE PARENT PORTAL.



The screenshot shows the PowerSchool Parent Portal interface. At the top, the 'PowerSchool' logo is displayed. Below the logo, there are two main sections: 'Login' and 'Create an Account'. The 'Login' section contains fields for 'User Name' and 'Password', a 'Submit' button, and a link for 'Having trouble logging in?'. The 'Create an Account' section contains a descriptive paragraph and a 'Create Account' button, which is circled in red. At the bottom of the page, the Pearson logo and copyright information are visible.

1. The Login screen can be found at <http://ps.usd402.com/public/>
2. The first time you access the system choose the **Create Account** button

The screenshot shows the PowerSchool interface. At the top, the 'PowerSchool' logo is displayed. Below it, there are two main sections:

Create Parent/Guardian Account

This section contains several input fields:

- First Name
- Last Name
- Email
- Desired User Name
- Password (with a strength indicator bar)
- Re-enter Password

Link Students to Account

Below this section, there is a table for linking students. The table has four columns: Student Name, Access ID, Access Password, and Relationship. There are seven rows, each with a dropdown menu for the Relationship column. A blue 'enter' button is located at the bottom right of the table.

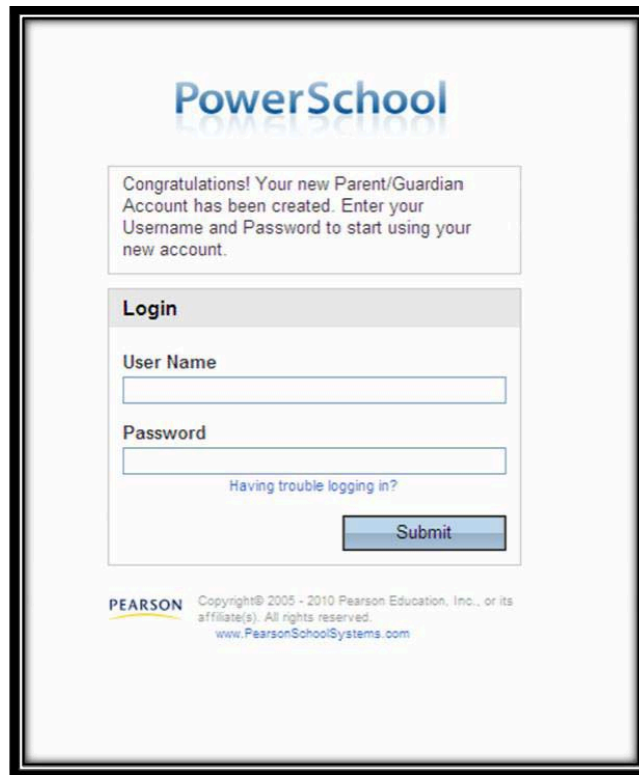
At the bottom of the page, there is a small copyright notice: PEARSON Copyright © 2005 - 2010 Pearson Education, Inc. or its affiliates. All rights reserved. www.pearsoned.com/systems

The Create Parent/Guardian Account Screen will display.

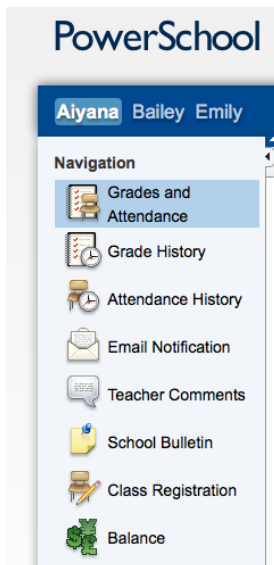
1. You **MUST** have **YOUR Parent** Access ID and **YOUR Parent** Access Password for **each** of the students you are requesting access to create an account. Your student's username and password will not work to create the new Parent Account.
2. To create the Account, fill in the following information
 - a. Parent's First Name
 - b. Parent's Last Name
 - c. Parent's Email Address
 - d. Desired User Name – **Must be Unique**. If the user name you are requesting is in use, an error will occur and you will have to pick another user name
 - e. Password – Must be at least 8 characters in length. The system will check for the strength of your password for security.
 - f. Re-enter password – to make sure you entered it correctly.

Link Students to Account

1. Enter your student's full name. Enter First Name then Last Name (example: John Doe). If the name is not entered as it is in PowerSchool, an error will occur at the time you save it. Legal names are generally used for school records.
2. Enter **YOUR Parent** Access ID for this student.
3. Enter **YOUR Parent** Access Password for this student.
4. Relationship – From the drop down, enter your relationship to the student.
5. Continue the Link Students to Account process until you have linked all your students to your new account.
6. Click Enter

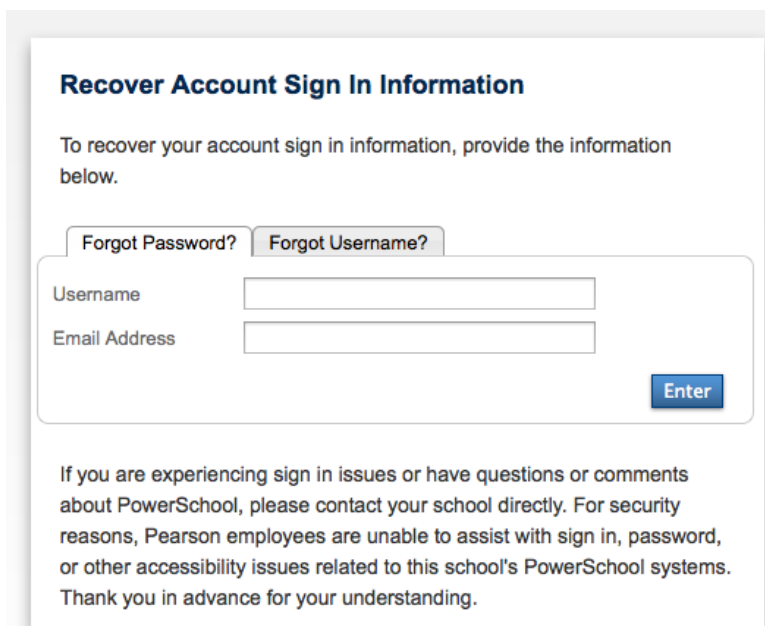


7. When created successfully, the above screen will display.
8. You can then log in using your **new** User Name and Password.



When you log in your screen should look something like this; showing tabs with the students you linked with your account.

If you forget your username or password, click on “Having trouble signing in?” link below the password field. The screen below will come up.



Recover Account Sign In Information

To recover your account sign in information, provide the information below.

Forgot Password? Forgot Username?

Username

Email Address

Enter

If you are experiencing sign in issues or have questions or comments about PowerSchool, please contact your school directly. For security reasons, Pearson employees are unable to assist with sign in, password, or other accessibility issues related to this school's PowerSchool systems. Thank you in advance for your understanding.

Click on the tab that fits your login issue:

Forgot Password?

Forgot Username?

Enter the data requested in the fields provided and click Enter. You will receive an email with your information.

You may also contact your child's school to get assistance with your login.